

CSC Adopted: October 2001 , CSC Revised: _____**Class Title: Paralegal****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Organizes trial schedules. Directly assists attorneys in trial preparation and during trials. Performs basic paralegal tasks to assist attorneys in the rendering of legal services. Completes administrative duties.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Prepares cases for trial by helping attorneys and other related parties review cases before hearings, pulling files from the court's file room for review of previous proceedings, scheduling trial hearings and appointments, notifying supervisors of upcoming scheduled hearings, ensuring documents are delivered to court in a timely manner, reviewing and assembling documents, organizing evidence, retrieving additional data, preparing case witnesses for testimony, conducting legal research, retrieving evidence from outside agencies, conducting searches to locate citizens, filing and preparing subpoenas, picking up and inputting cases from court and assigning cases to an attorney.
2	S	Provides trial support by enlarging diagrams and photos, mounting items on poster board, designing charts on the computer, developing presentations, preparing transparencies for overheads, organizing trial notebooks and documents, setting up equipment, assisting with the preparation of jury instructions and other paperwork, inputting cases into the system and requesting facts from City officials and witnesses.
3	S	Completes administrative duties by running criminal history and background searches, preparing a summary of convictions for trial, drafting letters, researching court files, processing paperwork, preparing forms, requesting certified documents, making field calls, scheduling meetings, training personnel on court and making oral presentations.

CSC Adopted: October 2001 , CSC Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires knowledge of a specific vocational, administrative, or technical nature which may be obtained with six months/one year of advanced study or training past the high school equivalency. Junior college, vocational, business, technical or correspondence schools are likely sources. Appropriate certification may be awarded upon satisfactory completion of advanced study or training.
Experience	Two years experience as a Paralegal.
Certifications and Other Requirements	Valid Driver's License, Paralegal Certification. May require Virginia Criminal Network Certification (VCIN).
Reading	Work requires the ability to read legal documents and various reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write legal documents, memorandum and letters.
Managerial	N/A
Budget Responsibility	N/A
Supervisory / Organizational Control	Job has no responsibility for the direction or supervision of others.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required.

CSC Adopted: **October 2001** , CSC Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time		L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Copier, fax machine, filing, court proceedings
Sitting	F	Computer, desk work, typing
Walking	O	To/from court room/house, to/from other departments, inter-office
Lifting	O	Books, files, reports, office supplies
Carrying	O	Books, files, reports, office supplies
Pushing/Pulling	F	File drawers
Reaching	O	Filing, retrieval or return of books, office equipment maintenance
Handling	O	Books, files, reports, office supplies
Fine Dexterity	F	Computer keyboard, calculator, writing, typing
Kneeling	C	Filing, retrieval or return of books, office equipment maintenance
Crouching	C	Filing, retrieval or return of books, office equipment maintenance
Crawling	C	To retrieve file boxes and computer equipment
Bending	O	Filing, retrieval or return of books, office equipment maintenance
Twisting	C	To/from telephone to desk, to/from desk to file cabinet
Climbing	F	Stairs
Balancing	N	
Vision	C	Computer, desk work, filing, reading, court proceedings
Hearing	C	Communicating with personnel and general public, during court proceedings, meetings
Talking	C	Communicating with personnel and general public, meetings
Foot Controls	F	Dictaphone
Other (specify)	N	

CSC Adopted: **October 2001** , CSC Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, overhead projector, digital camera, cassette player, dictaphone, VCR/TV, typewriter, postage machine, laptop computer, scanner, large capacity staple machine, Standard Microsoft Windows and Office software, Pistol 2000, RMS, NCT1, WordPerfect 5.0

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Court

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)